

~~SECRET~~
Classification

| REPORTS INVENTORY | | | | | | CONTROL NO. DDS/OF-054 | |
|--|-------------|--|------------------|---|--|---|--------------------------------|
| PREPARE IN DUPLICATE | | | | | | | |
| 1. TITLE OF REPORT (If a fill-in report include Form No.) Overpayment of Indebtedness being Refunded by Payroll Deductions | | | | | | 2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING | |
| 3. FUNCTIONAL AREA | | PERSONNEL | | TRAINING | | ADMIN. GENERAL | |
| | | LOGISTICS | | SECURITY | | OTHER (specify) | |
| | | MEDICAL | | <input checked="" type="checkbox"/> FINANCE | | | |
| 4. NO. OF COPIES PREPARED 1 | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-Annual | | | 6. DISTRIBUTION (No. of components not number of copies) 1 | | |
| 7. FORMAT (memorandum, form computer print-out, etc) Memorandum | | 8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO. | | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT Director of Finance (1967) | | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) Office of C/C&TD | | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) | | | |
| 12. COST FACTORS | | | | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | | | |
| GRADE | HOURLY RATE | <input checked="" type="checkbox"/> | HOURS PER REPORT | = | COST PER REPORT | <input checked="" type="checkbox"/> | TIMES PREPARED = COST PER YEAR |
| GS-09 | \$6.42 | | 1 1/2 | | \$9.63 | | 2 \$19.26 |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | | | |
| | | | | | | | |
| TOTAL COSTS PER YEAR | | | | | | \$ 19.26 | |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. To advise the Director of Finance of employees who are having payroll deductions of a year or less to liquidate an Agency indebtedness. | | | | | | | |
| 14. FUTURE GOALS | | | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE | | | | | | ESTIMATED SAVINGS | |
| | | | | | | MAN-HOURS | DOLLARS |
| 16. DATE OF INVENTORY | | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100059-2 | | | | | 18. EXTENSION |

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